

**Jefferson County Industrial Development Agency
Governance Committee Meeting Minutes
December 15, 2023**

The JCIDA governance committee meeting was in the board room at 800 Starbuck Avenue, Watertown, NY on Friday, December 15, 2023.

Present: W. Edward Walldroff (Chair), Bill Johnson, Paul Warneck

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Joy Nuffer, Robin Stephenson, John Condino, Greg Gardner

- I. **Call to Order:** Chairman Walldroff called the meeting to order at 9:35 a.m.
- II. **Review Bylaws:** Committee members reviewed the current bylaws. No changes were made.
- III. **Review Mission Statement/Performance Measurements:** Committee members reviewed the current mission statement and performance measurement goals. The 2023 results will be added within the next few months.
- IV. **Review Current Policies and Procedures:** Committee members reviewed the following policies: Disposition of Real Property Guidelines, Investment Policy with Internal Controls, and Procurement Policy. There were no changes. Mr. Warneck commented that the annual audits have been good, so there is no need to change the policies.
- V. **Annual Confidential Board Evaluations:** Committee members reviewed the summary results of confidential evaluation of board performance.

A motion was made by Mr. Johnson to send the results to the full board of directors, seconded by Mr. Warneck. All in favor.
- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Johnson, seconded by Mr. Warneck. The meeting adjourned at 9:38 a.m.

Respectfully submitted,

Peggy Sampson